

**Jefferson County Position  
Description**

**Name:**

**Department:** Fair Park

**Position Title:** Fair Office Assistant - Summer

**Pay Grade:**

**FLSA:** Non-exempt

**Date:**

**Reports To:** Fair Park Director

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**Purpose of Position**

The purpose of this position is to assist with office and clerical tasks in preparation for, during, and following the annual County Fair.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Provides friendly customer service on the phone and in person. Answers general questions and refers to Fair Office when necessary.
- Proofs and enters Fair entries.
- Attends Superintendent meetings.
- Assists with department set-up, take-down and storage.
- Hands out, reviews and assists with the processing of judging sheets, confirm award winners and enter judging results.
- Distributes supplies and performs inventory following the Fair
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

**Minimum Training and Experience Required to Perform Essential Job Functions**

Must be 18 years or older, be proficient in Microsoft Office Word and Excel, and possess excellent customer service skills. Knowledge of the Fair and Agriculture is crucial to assist the general public.

**Preferred Training and Experience Required to Perform Essential Job Functions**

Experience showing at a fair

**Other Requirements – Certificates/Licensures**

Valid driver's license.

**Knowledge, Skills, Abilities**

- Ability to reliably and predictably carry out one's duties.

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

### **Supervision**

None.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor

\_\_\_\_\_

Date

\_\_\_\_\_

Human Resources

\_\_\_\_\_

Date

\_\_\_\_\_

